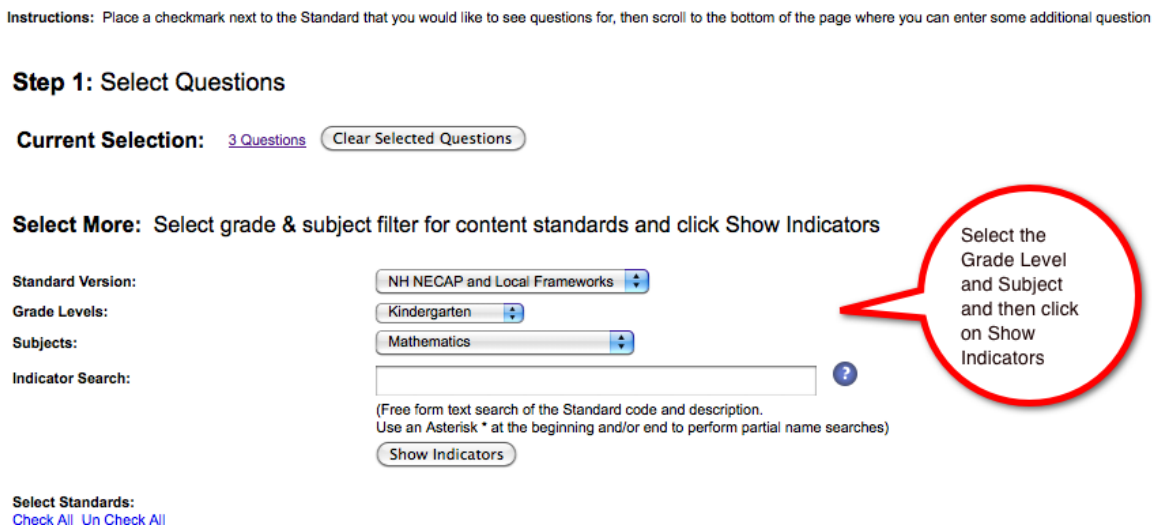
Creating an Assessment from Content Library

1. Log in to P+.

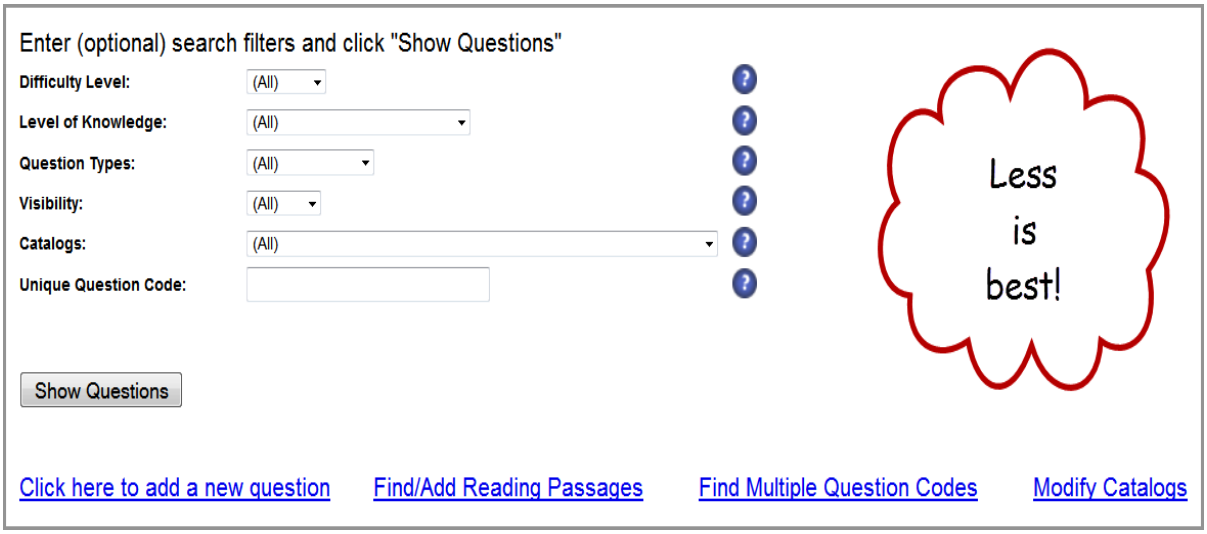
2. Select the icon for Content Library

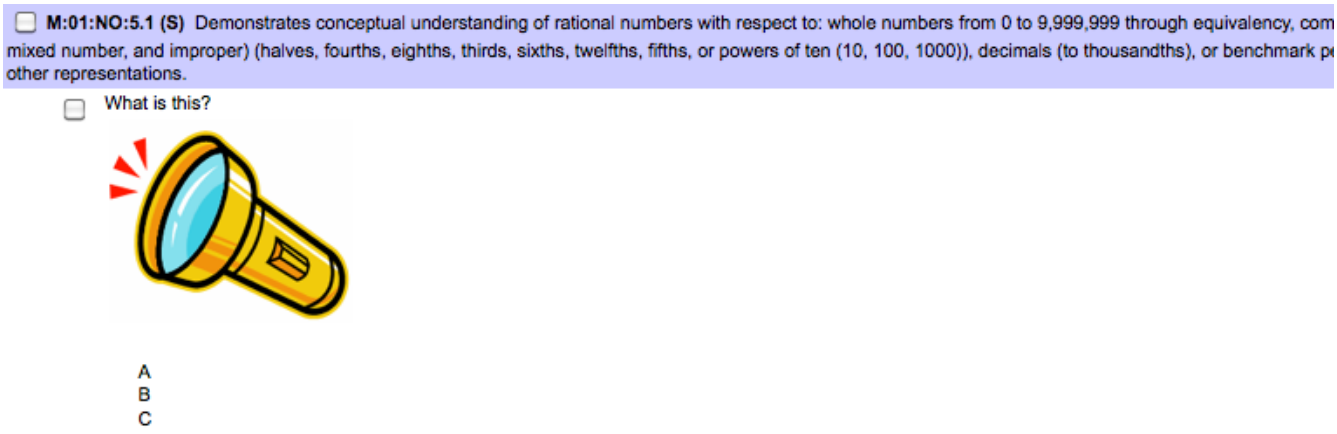
3. You will then see:



4. Pick out the standards you want to find questions aligned to. If you click the Bold Standard, it will check all stems below. You can also just pick and choose which specific stems you want. Remember that standards have a L or S next to them to indicate if they are Local or State satndards. State standards will be assessed on NECAP. When done selecting, scroll below and select Show Questions.

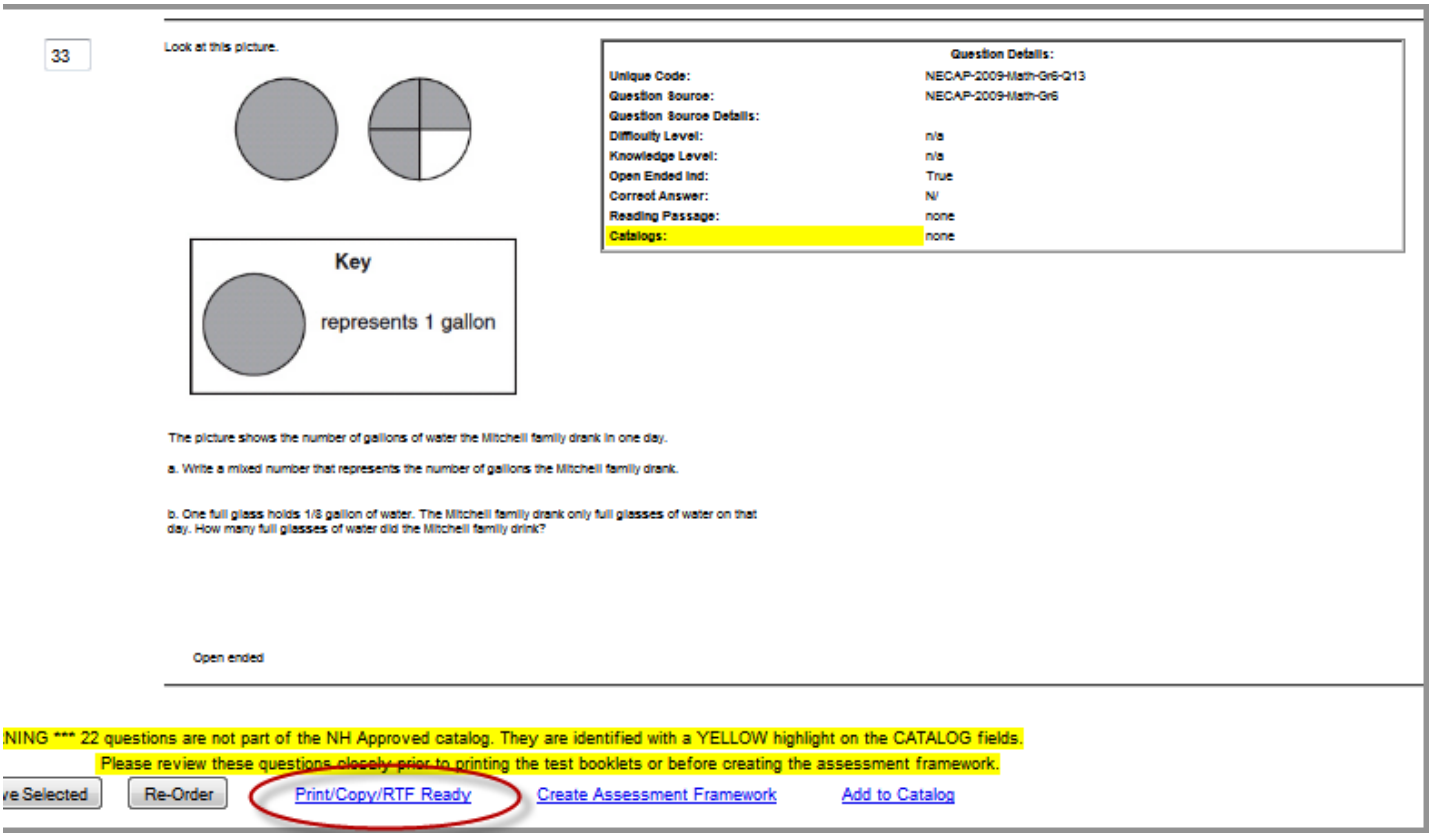
5.





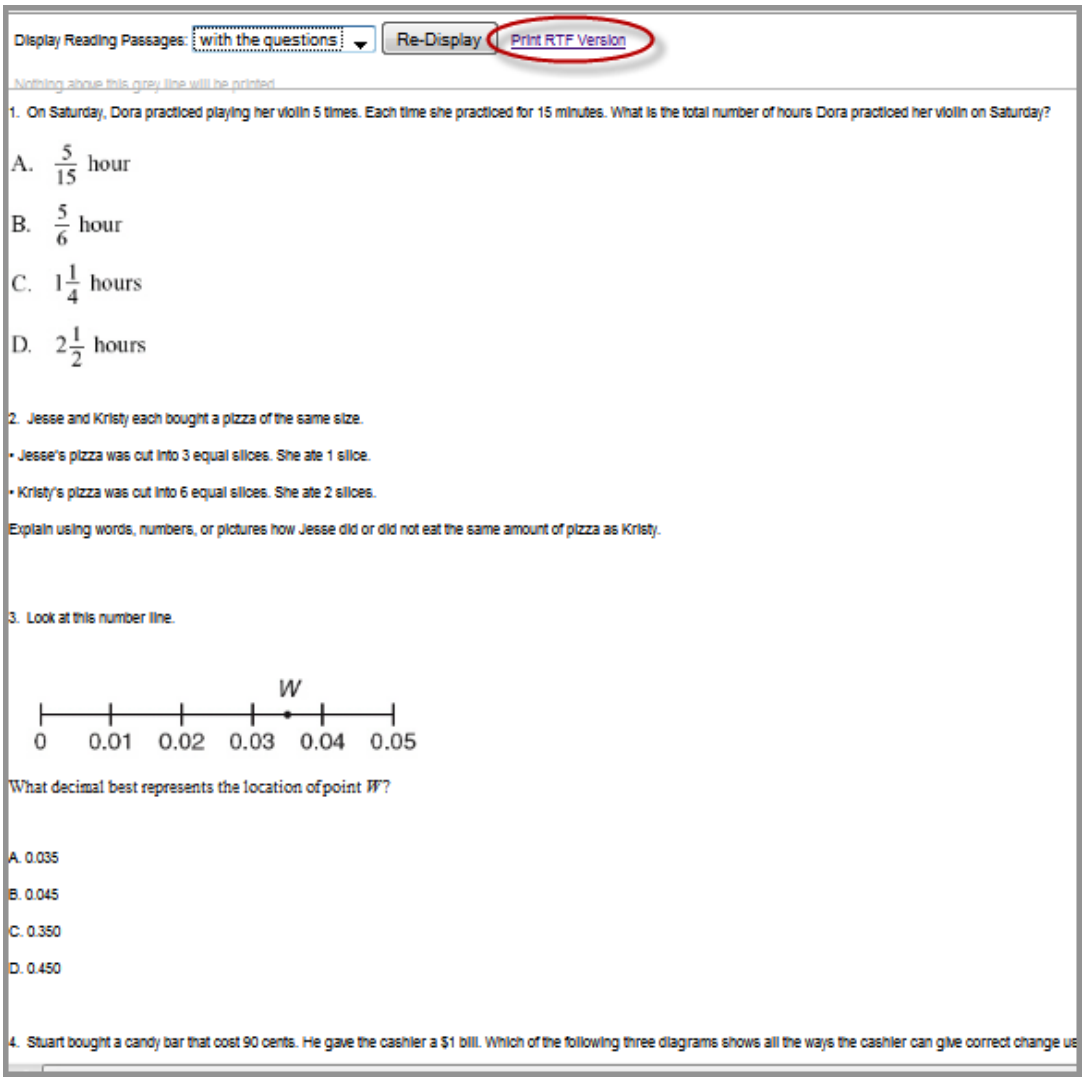
If you click the Bold standard box, it will select all questions below aligned to that standard. Alternatively, you can go through and individually check only those questions you want under each standard you want to address in your assessment. You will see these ghost across your screen as you check them and you will see the count of questions at the top left. When done, you want to click on Add Selected Questions either at the top or bottom of that screen.

Saving a Word document to use as a printed assessmnet

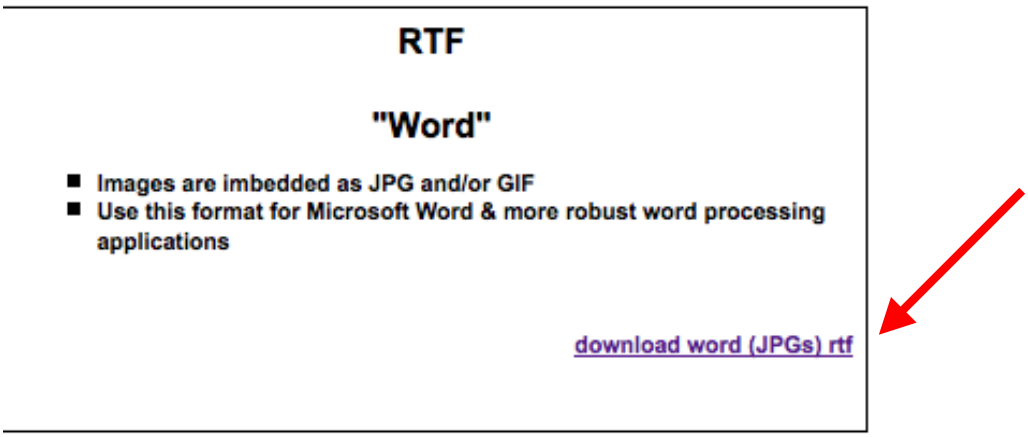


6. If you want to print the assessment out, click on Print/Copy/RTF Ready as circled above. RTF stands for Rich Text Format, which means the file will open in any word processing program.

7. When you click on this, your next screen looks like this below and you will click on Print RTF Version.



8. You will then see this on the screen:

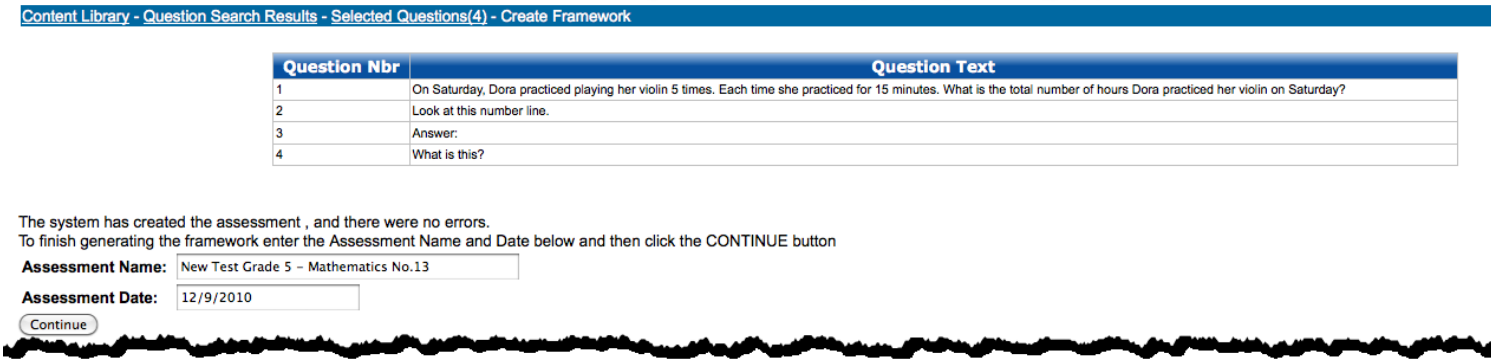


9. Click on download word and your questions should open up in Word as a rtf file. You will want to do a Save As and save it as a Word document.

10. To continue, click on Close this Pop up Window.

11. You should be back to the screen that shows your selected questions. At the bottom, click on Create Assessment Framework.

12. You will then see a screen similar to:



This shows the questions and allows you to name the assessment using whatever conventions works best, like Grade 5 Math 2010-11 AC

13. Click on Continue.

14. On the top of the next screen, you see "Don't forget to set the Rubric Descriptions, Auto-Score Indicator and the Auto-Score rubrics"

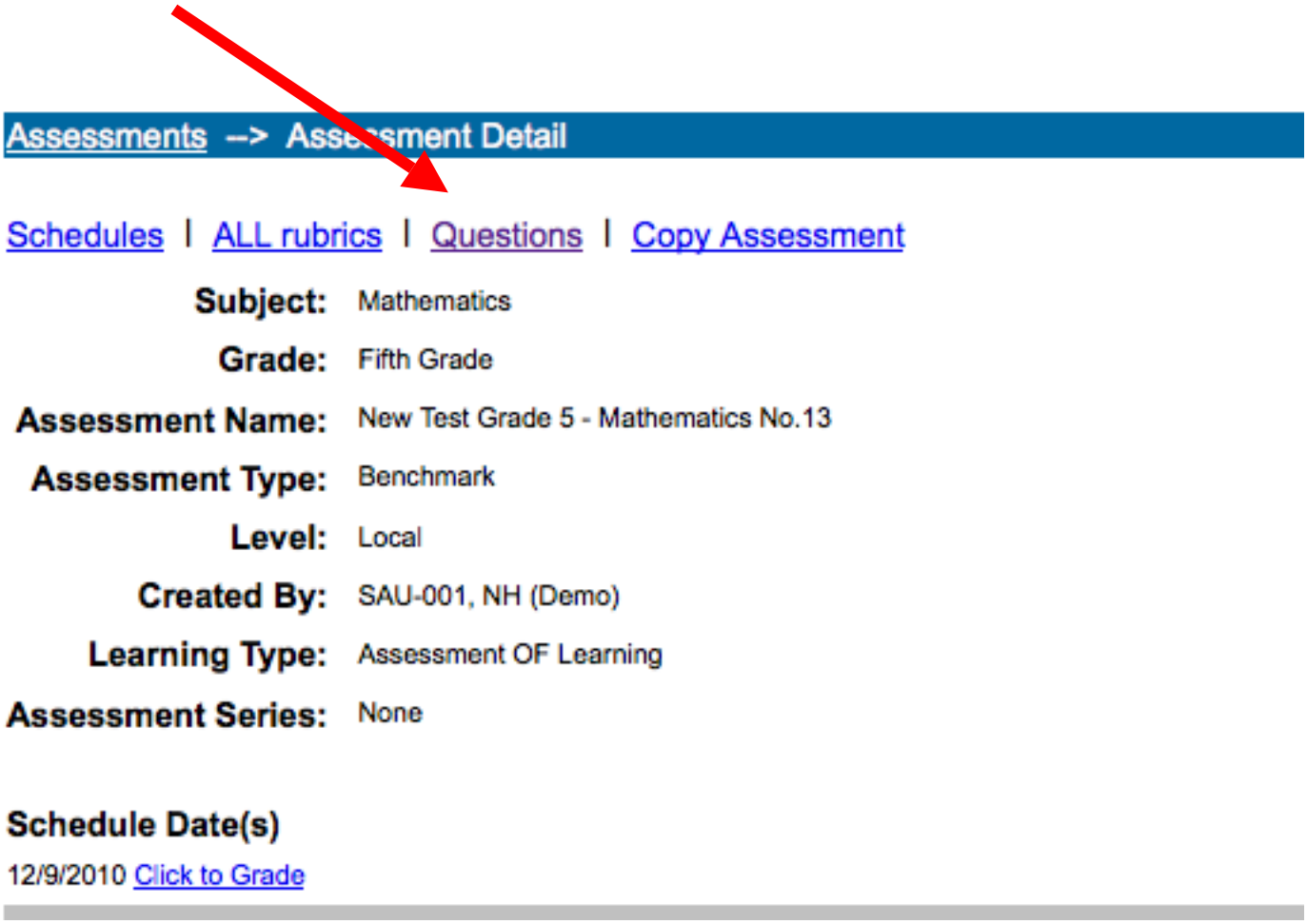
15. You will also see the sections of your assessment with the questions aligned to standards. The program has put in the values for the different proficiency levels for the different sections.. You should click on **All Rubrics** and do your editing there using these pieces below

- You can edit the name of the section by altering the information in the Section Name text box.
- You can edit the max score for a section by altering the information in the Max Score text box. This should be a positive integer only.
- You can edit the Sort Sequence by altering the information in the Sort Seq. text box. This should a positive integer only and will determine the order that the section appear on the Assessment Detail Page.
- **Auto Total Drop-down box: This setting will allow the application to total all other sections. You will likely only use this on a Total Score section. In most sections, this should be left to the default setting of No.**
- Auto Score Drop-down box: This will allow for more efficient grading of students. By turning the Auto Score ON, the application will automatically assign a proficiency level for a score. In most situations, you will want this to be set to ON.
- Rubric Description Text: This row of boxes can be a number, number range, or even written text. It will display at the bottom of a section on the Assessment Detail Page. It does not do any calculating.
- Auto Score: This row of boxes is what the application uses to calculate proficiency levels for students. Each box in this row must be a numeric value that is ascending to the right.
- Rubric Label: This row of boxes can be used to edit the labels for your proficiency levels. These edited labels would replace the default labels that your state uses.

16. When done, click on **Update All Sections**

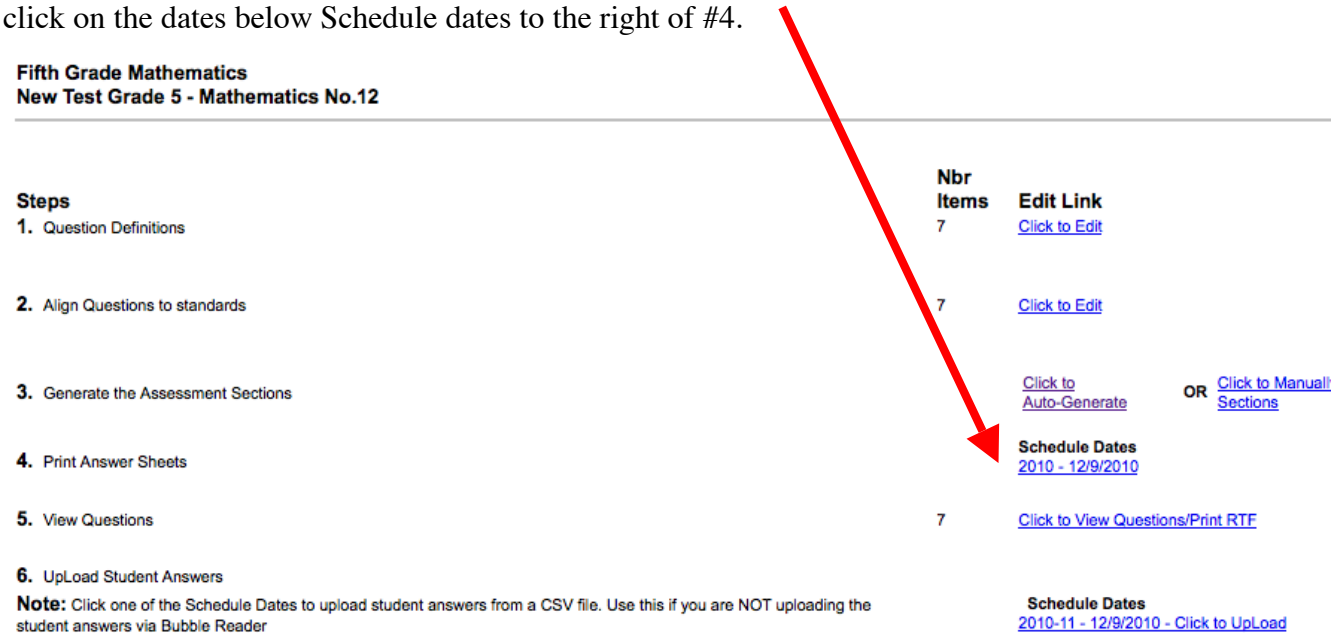
17. **When done click on Assessment Detail in the breadcrumb at the top.**

18. Click on Questions at the top of this screen.

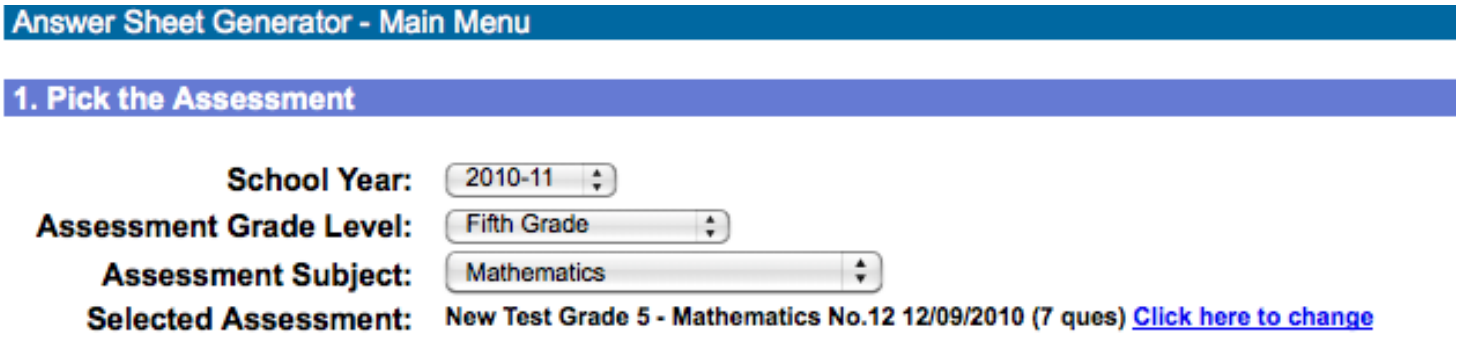


19. You now can click on Auto-generate. Once done and you have the new screen you can edit sections if you want. If you do, when finished click on **Assessment Detail in the breadcrumb at the top.**

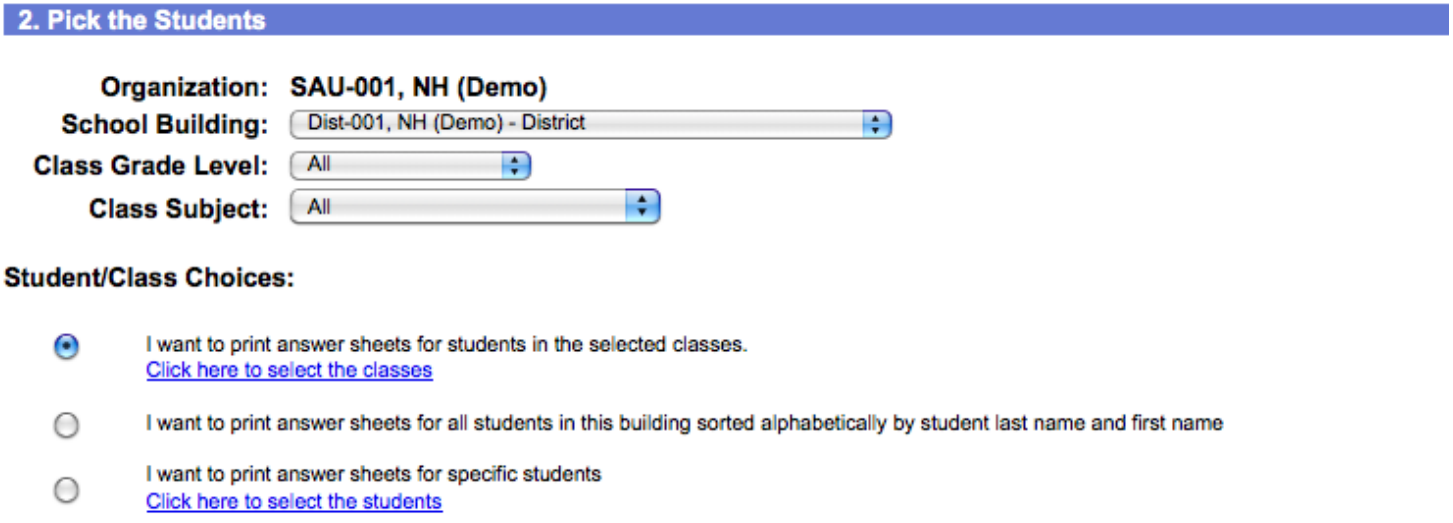
20. Now you can click on Questions again at the top. You might want to select **4. Print Answer Sheets**. If so click on the dates below Schedule dates to the right of #4.



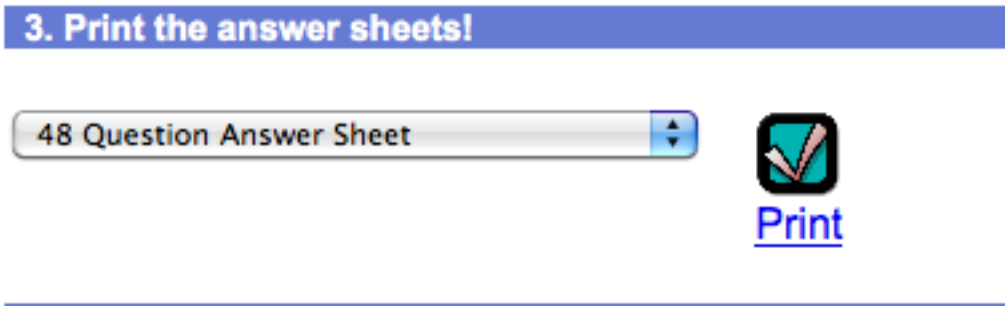
21. You will then be given a screen that we will go through now.



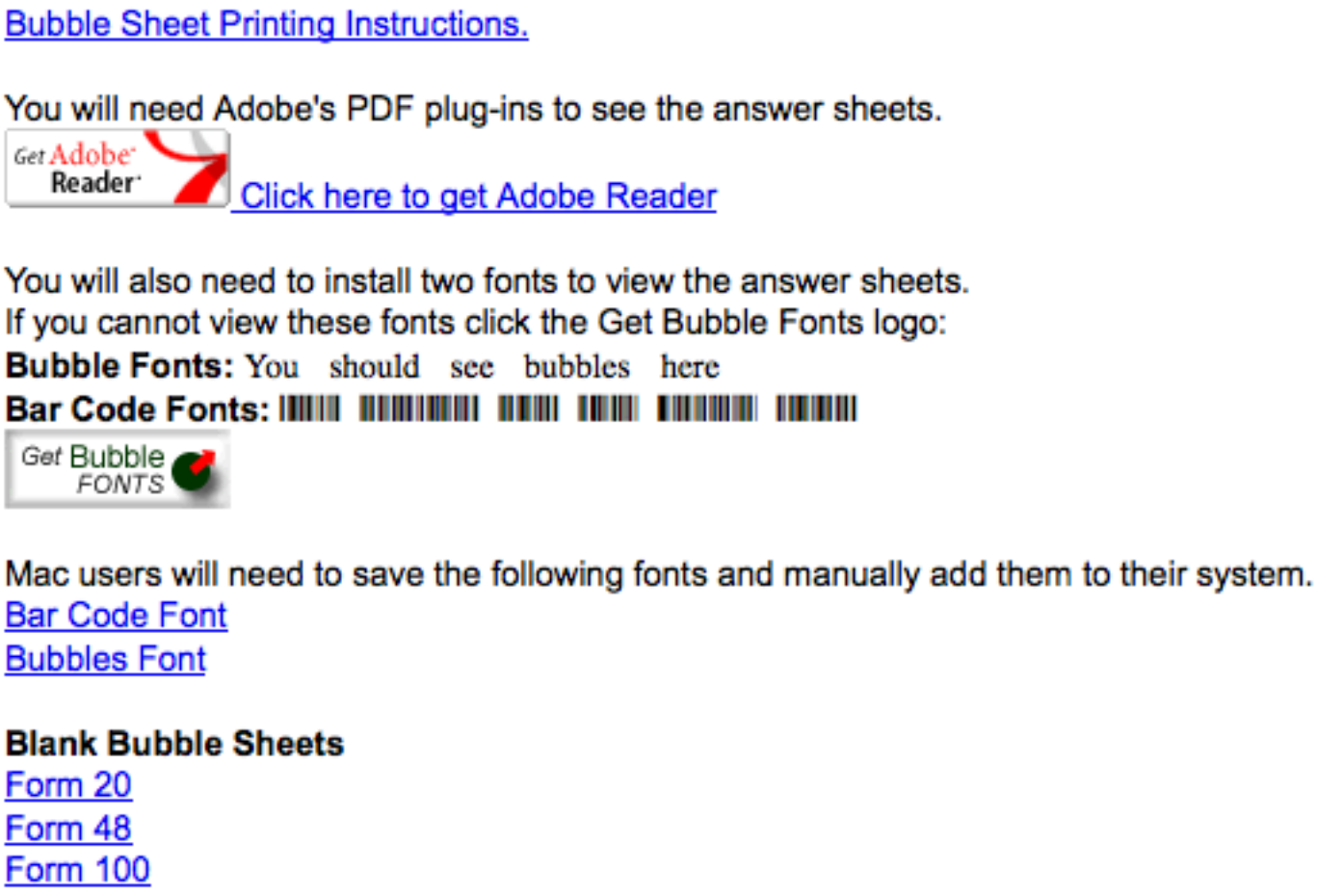
22. Select your school year, grade and assessment subject.



23. Decide if you want to print for a certain class, the whole building or just some students. If you pick selected classes you will need to click on the link below that choice and then select the class. If you want specific students, you will click on the link below that choice and then check the students on the next screen that you would like.



24. Next decide if you want a 20 or 48 Question Answer Sheet.



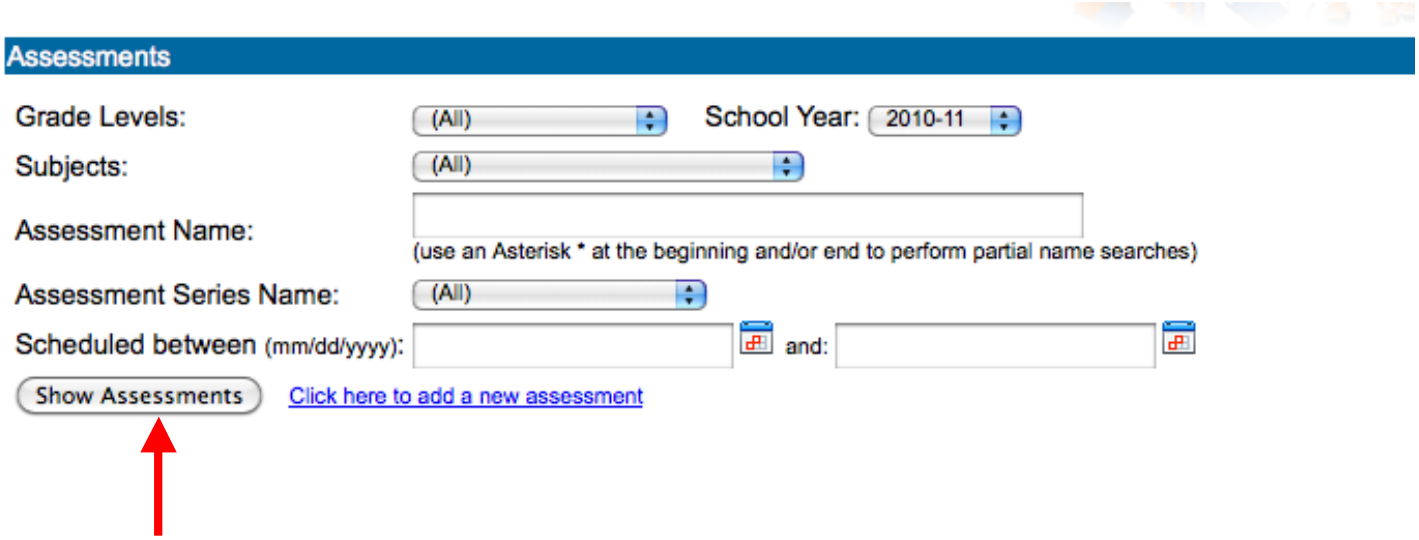
25. If you need to download fonts or bubble sheets, this is the section for doing that.

26. When you are all set, you can click on Print as shown in the image above #24 on the previous page.

Putting in Assessment responses for Students into Assessment Builder.

1. You will begin by clicking on the Assessment icon on the Home page in P+.

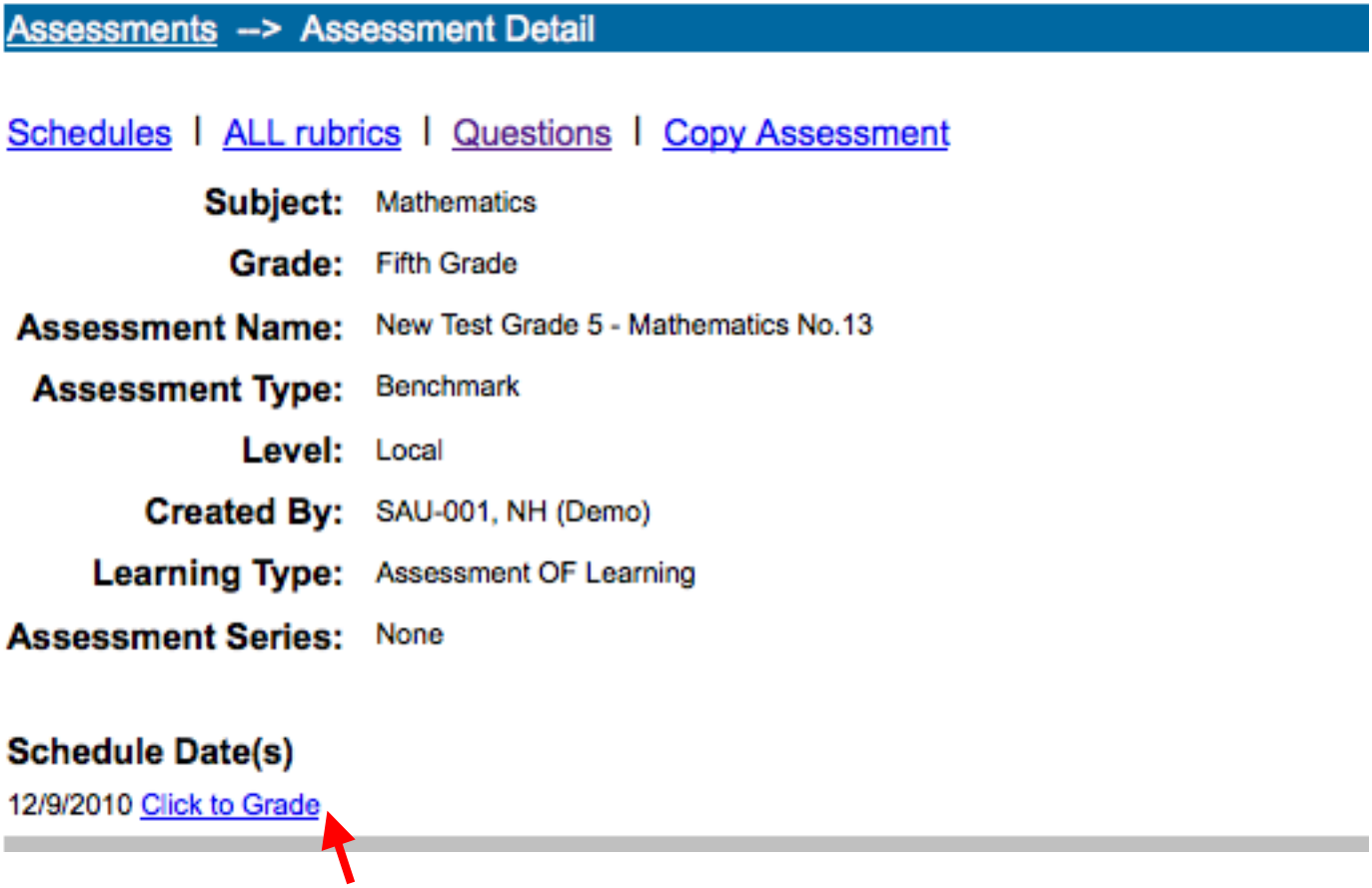
2. Next you will see:



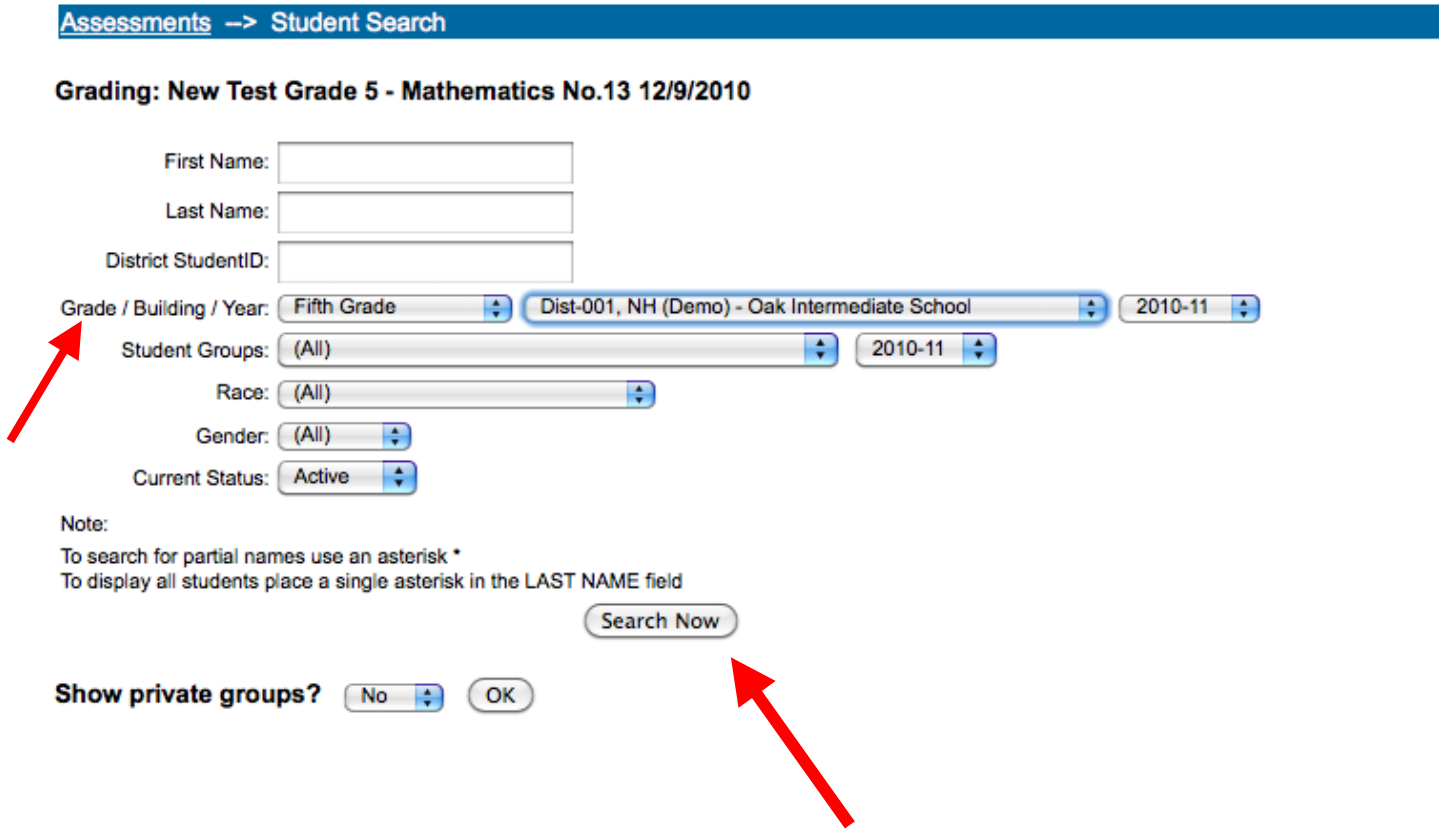
3. Select the year minimally, or further select grade and subject to limit what you see. Then click on Show Assessments.

4. Find your assessment and click on it.

5. You will then see this screen:



6. Click on Click to Grade.



7. Now you should select the Grade, Building and Year and anything else you want to get to your list of students. When selected, click on Search Now.

8. You will then see a list of your students:

Student Name	Student Code	School Building	Grade
Abeyta, Lauren	9993305754	Oak Intermediate School	Fifth Grade
Adler, Khorrie Sean	9993308043	Oak Intermediate School	Fifth Grade
Alicea, Rohit	9993305651	Oak Intermediate School	Fifth Grade
Allan, Kimberly	9993305823	Oak Intermediate School	Fifth Grade
Amore, Alex	9993313103	Oak Intermediate School	Fifth Grade
Anderson, Catherine	9993307812	Oak Intermediate School	Fifth Grade
Anderson, Brooke	9993308066	Oak Intermediate School	Fifth Grade
Archibald, Jack	9993300594	Oak Intermediate School	Fifth Grade
Ayer, Gregory	9993308112	Oak Intermediate School	Fifth Grade
Bahder, Samuel	9993305753	Oak Intermediate School	Fifth Grade
Baker, Ryan	9993308156	Oak Intermediate School	Fifth Grade
Ballentyne, Alicia	9993305704	Oak Intermediate School	Fifth Grade
Barnes, Jacob	9993310568	Oak Intermediate School	Fifth Grade
Barton, Autumn	9993305817	Oak Intermediate School	Fifth Grade
Beauchesne, Frederick	9993308120	Oak Intermediate School	Fifth Grade

WARNING: Once you put responses in for students, you CAN NOT delete the assessment.

9. Click on the first student for whom you want enter responses and then enter their responses.

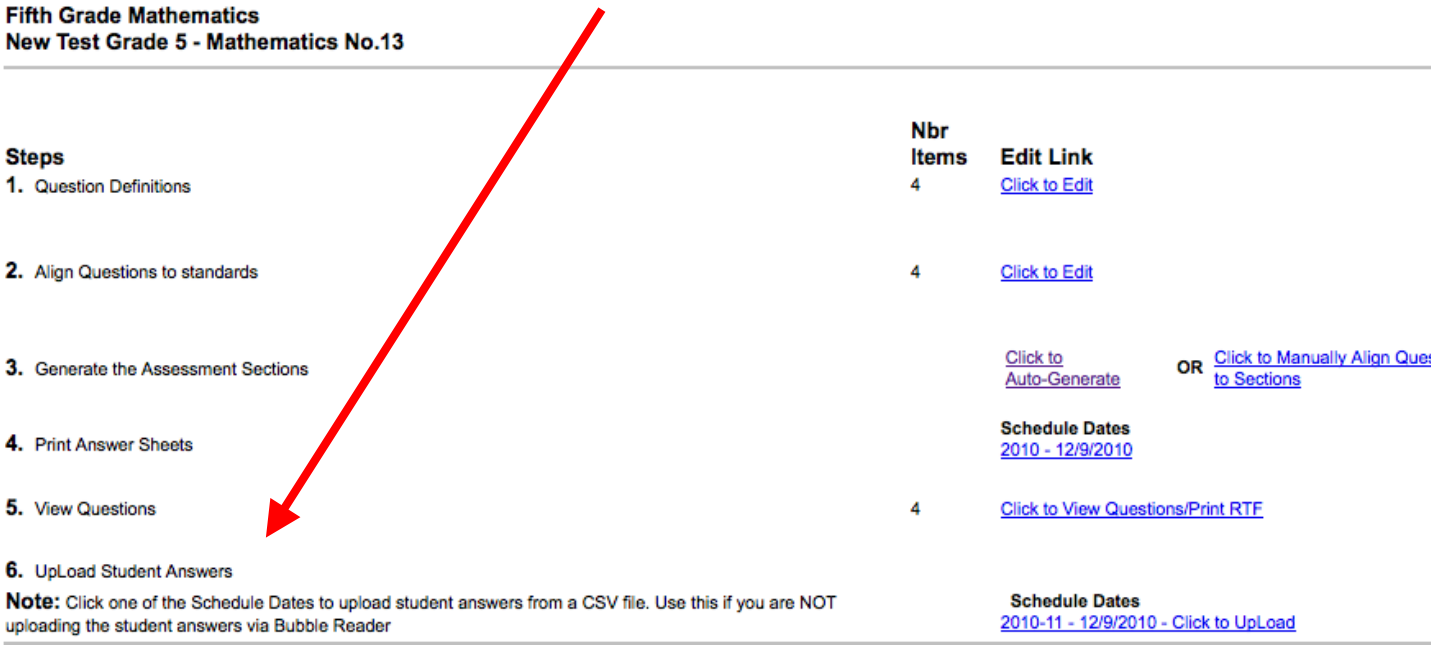
StudentID: 9993305754
Student Name: Lauren Abeyta
Assessment: New Test Grade 5 - Mathematics No.13 12/9/2010

Note: The student has not answered this assessment yet

Question	Question text(Optional)	Point Value	Ques Type	Correct Answer	Student Answer
1	On Saturday, Dora practiced playing her violin 5 times. Each time she practiced for 15 minutes. What...	1	Mult Choice	C	
2	Look at this number line.	1	Mult Choice	A	
3	Answer:	1	Mult Choice	C	
4	What is this?	1	Mult Choice	B	

Update
Update and Return to List
Delete

10. For open ended you put the correct letter for the number of points the student received on that question.

11. When you have entered the responses you can click on either Update or Update and Return to List. You would do the latter if you had more students responses to add.

12. Alternatively you enter grades using a spreadsheet. This is shown when in the assessment under the Question link when you are in Assessment Detail. . #6 allows you to upload student answers. When you select this, it shows the Format A and B you could use and how to create the spreadsheet for uploading.